

INSTRUCTIONS – SPECIAL MILK PROGRAM only - Part 2

The School Nutrition Programs Application consists of pages to be completed and returned with site information and appropriate attachments to the Policy Statement, such as the letter to parents, application for free and reduced price meals, and if a pricing program, the notification letter. This applies to Local Agencies, both new and newly merged, which are operating the National School Lunch Program, School Breakfast Program, and/or Special Milk Program. This special form is for SMP only due to the reduced number of options and requirements.

One copy of Part 2 is to be completed and one copy of Part 3 is to be completed for each site. Send these to the State Agency with Part 1. Contact Child & Adult Nutrition Services if you would like an electronic version of this application so that it can be emailed to you. The application can be submitted electronically if you have capability of an electronic signature. Otherwise, it must be submitted as an original document because it requires a signature.

A copy of the application and an approval letter from the South Dakota Department of Education, Child and Adult Nutrition Services, will be sent to you after it has been determined that the application meets all guidelines and regulations.

Parts 4 and 6, as well as the regulations along with their instructions and policies govern the programs. Part 5 does not apply because it is the agreement for USDA donated commodities. The approved Parts 2 and 3, as well as Parts 4 and 6, are permanent and are to be kept at the School Food Authority for 3 years past the year that the program ceases operation. Part 1 and the Attachments are updated annually and are to be kept for 3 years past the current year.

PART 2 - APPLICATION

Fill in the Local Agency Name and the 7-digit Local Agency number CANS uses, if you know it.

A. PROGRAMS

Check which Special Milk Program(s) for which the agency is applying. Split session kindergarten or pre-school means a kindergarten or pre-school class in session for partial days where the children do not have access to either of the meal programs (School Breakfast or School Lunch) offered at school. Other agencies would choose regular Special Milk Program, which means the agency does not participate in any of the USDA reimbursable meal programs at this site.

B. PRICING STRUCTURE

Indicate whether the programs are non-pricing (does not charge for milk) or pricing (charges for milk). Check the option chosen for Pricing Special Milk Program, as applicable.

Nonpricing means the children are not charged for the milk. Reimbursement is paid to the agency at the current rate established by US Department of Agriculture for all milk served to children based on ½-pint (1 cup) servings. It is acceptable to charge adults for milk in a nonpricing program.

Pricing Options:

Option 1: All children are charged same price for milk; no benefits for those that qualify for free milk. Reimbursement is paid to the agency at the current rate established by US Department of Agriculture for all milk served to children based on ½-pint (1 cup) servings.

Option 2: Serve milk free to children eligible to receive free milk. Other children pay for milk. Reimbursement is paid to the agency at cost of milk for children eligible for free

milk, and at the current rate established by US Department of Agriculture for milk served to children who are not eligible for free milk, based on ½-pint (1 cup) servings.

Both Pricing options: List the price charged to students and adult per ½-pint of milk. The price for adult milk should be no less than the full cost of milk. It is the intent of the SMP that the reimbursement would reduce the price charged to students. The price charged to students would be determined roughly by the cost paid for milk plus cost of administrative labor less the amount of reimbursement.

C. COST OF MILK (Pricing Option 2 programs only).

List the price that the dairy charges for the milk. This is used to determine the reimbursement rate for free milk in the pricing option 2. If the price of milk changes, submit that information with the claim for reimbursement so the claim reflects the correct cost the school pays.

D. DETERMINING/HEARING OFFICIALS (Pricing Option 2 programs only)

Enter the names and titles of the two different officials who will determine the eligibility of applicants for free milk and who will hear any appeals made by parents if they disagree with the original determination. The hearing official should rank higher than or be independent of the determining official. Nonpricing and pricing option 1 programs do not need determining or hearing officials.

E. MEAL/MILK BILLING AND PAYMENT COLLECTION (Pricing programs only)

Nonpricing programs do not need a collection procedure.

Describe, on a separate page if needed, how payment for milk will be billed and collected.

Those utilizing Option 2 must also assure that there will be no overt identification of children eligible for free milk compared to those who pay for their milk.

PART 3 – SITE/ATTENDANCE CENTER FOR SPECIAL MILK PROGRAM

Complete one part 3 for each site or attendance center where the Special Milk Program is offered.

Fill in the Local Agency Name and the 7-digit Local Agency number CANS uses, if you know it.

A. SITE NAME:

Fill in the name of the site as listed in the Educational Directory, on the license or other official documents. Include the physical address so that the site can be located. This is not used for a mailing list. Include the street and city. If the physical address is not a street address, please add directions to the site.

B. NAME AND TITLE OF THE SITE SUPERVISOR

Fill in the person responsible for Special Milk Program at the site. List the phone, fax, and e-mail.

C. OPERATING DATA

1. List the hours the site is usually open. If it is a residential site, it is acceptable to state "24 hours".
2. If there are any extended periods that the program is not operating, list those in this item. This might be holiday breaks for schools or breaks between camps.
3. List the times that milk is served and the anticipated average daily participation (ADP). Children may receive more than one ½-pint of milk. Therefore, if about half of the children take a second ½-pint of milk, multiply the number of students by 1.5.

D. MILK SERVICE INFORMATION

Describe how milk is served and how the quantities of milk to be claimed for reimbursement are determined. How it is served might be that it is poured in cups or they receive ½-pint boxes. An example of how quantities of milk to be claimed is determined might be that a count of ½-pint boxes of milk served to children are counted. The agency cannot claim reimbursement for milk used in cooking or milk served to adults.